



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

July 29, 2004

«Honorific» «FirstName» «LastName»  
«Title»  
«OfficialName»  
«PhysicalAddress»  
«PhysicalCity», MI «PhysicalZip»

Dear «Honorific» «LastName»:

We appreciate your district's efforts to compile and submit data that are necessary to fulfill various state and federal mandates throughout the school year. However, our records indicate that your district did not complete the update process for all previously reported employees in the end of year 2003-2004 Registry of Educational Personnel (REP) data collection. The total records reported during a submission should indicate the total number of instructional and non-instructional staff employed by your district. Possible reasons why our records may indicate an incomplete submission by your district are:

1. Your district has submitted data to the Center for Educational Performance and Information (CEPI) during one or more collection cycles since June 2002 regarding personnel who have since retired or terminated from your district. The employees may have been removed from your internal data file, but they may not have been terminated in your REP file with the state of Michigan. If that is the case, our records may indicate more personnel than your district employs. Any employee who terminates from a district must be reported as terminated during the submission cycle in which the termination occurs. If you used the bulk file upload process, you must include the newly terminated employees in your file to remove them from the REP. If you used the online REP application, you must terminate those employees using the online application. During the resubmission time, your district may use the online single submission function to update any former employees not yet terminated.
2. Your district may not have updated all previously submitted records. After your district has completed the online or bulk upload submission, check the Personnel Submitted Report that is found on the REP Main Menu. When you have submitted all new employees, verified and updated (saved) all previous employees and terminated employees who no longer work for your district, all of your records should show green check marks next to the Personal Identification Code (PIC) numbers in the Personnel Submitted Report. Your submission is then complete. If a record indicates a red "x," the record still needs to be verified and updated (saved) for the current submission cycle.

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3. Your district files may include duplicate records. Duplicate records must be removed by CEPI; the district cannot remove them. If that is the case, please contact Department of Information Technology (DIT) Client Service Center at 517-335-0505 or via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov). Provide the PIC number and the employee's name along with the reason for removing the record. The first record submitted for an employee will be retained.

These data were due to CEPI on June 30 via the REP. Two additional data submission periods have been established for your district to complete/revise its submission: from August 2 through 13, 2004 and September 7 through 13, 2004. Failure to complete the submission will result in the withholding of 5 percent (5%) of your State Aid beginning with the October 2004 payment until the data submission is complete. The State School Aid Act, Section 19(5) and (6) [MCL 388.1619(5) and 6)] states, "A district shall furnish to the center, in a manner prescribed by the center, information related to educational personnel as necessary for reporting required by state and federal law. If a district or intermediate district fails to meet the requirements of subsection (2), (3), (4), or (5), the department shall withhold 5% of the total funds for which the district or intermediate district qualifies under this act until the district or intermediate district complies with all of those subsections. If the district or intermediate district does not comply with all of those subsections by the end of the fiscal year, the department shall place the amount withheld in an escrow account until the district or intermediate district complies with all of those subsections."

In order to avoid any delays in completing the reports required by state and federal mandates and in qualifying for funds that are tied to these mandates in the future, please ensure that your district submits data regarding all educational personnel (instructional and non-instructional) to CEPI this fall, beginning October 27, 2004. For information regarding the submission of personnel data, go to the MEIS Data Services section of the CEPI Web site ([www.michigan.gov/cepi](http://www.michigan.gov/cepi)) and click on "Registry of Educational Personnel" on the left-side navigation bar.

For questions regarding the 5 percent (5%) state aid penalty, please contact Daniel Hanrahan, Director of State Aid and School Finance at (517) 335-0521 or [hanrahand@michigan.gov](mailto:hanrahand@michigan.gov).

For questions regarding the REP submission, please contact the DIT Client Service Center via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, district code, district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.

We appreciate your attention to this important matter and your cooperation to ensure complete and accurate reporting throughout the year.

Sincerely,



Margaret M. Ropp, Ph.D.  
Acting Director  
Center for Educational Performance  
and Information



Jeremy M. Hughes, Ph.D.  
Chief Academic Office/Deputy Superintendent  
Michigan Department of Education